

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 5 Publicizing Subcontract Actions

Subject: 5.1 Publicizing Subcontract Actions

PURPOSE: This standard practice (SP) defines the mechanisms by which the Laboratory will publicize solicitations.

POLICY: The Laboratory will publicize solicitations when it is necessary to ensure adequate competition, test the market place, or otherwise identify alternative sources.

SCOPE: This SP applies to all solicitations that are competed.

DEFINITION:

Federal Business Opportunities (Fed BizOpps) (FBO)

The Federal Business Opportunities (FBO) website is the Government-wide Point of Entry (GPE) by which agencies post proposed procurement actions and awards over \$25,000. FBO is maintained by the General Services Administration.

PROCEDURES:

When to Publicize

The procurement specialist should consider publicizing a subcontracting opportunity when it is necessary or appropriate to:

- Seek competition;
- Increase participation by small business (SB) concerns. (See definition for SB concerns in SP 19.1, Socioeconomic Programs – General); or
- Seek potential sources for a requirement.

Methods

Solicitations may be publicized through any of the following means:

- Distributing solicitations to a reasonable number of prospective offerors;
- Publicizing, as appropriate, in local plan rooms, trade journals, newspapers, or other public places, including an electronic web page, bulletin board, or any other appropriate electronic means of the Laboratory; or
- Publishing a notice in the FBO, particularly when there are not adequate numbers of qualified sources in the local area.

Use of Federal Business Opportunities (FBO)

The Laboratory's FBO Administrator is the Procurement Systems Manager or his/her designee. The Laboratory FBO Administrator is responsible for establishing and maintaining FBO user accounts for the Laboratory. Procurement specialists may publicize their business opportunities (e.g. Presolicitation Notice, Sources Sought Synopsis, Research Announcements, etc.) by registering as an FBO user and posting information directly to FBO at:

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<http://www.fedbizopps.gov>

The procedures on the FBO website should be used to register, prepare, transmit, and post the synopsis. FBO will publish the notice within one day following transmittal. An e-mail message from FBO to the originator will confirm the successful transmission, which should be filed as evidence of publication.

Publishing in Trade Journals, Newspapers and other sources

Depending on the nature of the requirement, publication in trade journals, newspapers, the State of California Contracts Register, or other sources may be warranted to reach prospective offerors in the local area. Requesters should be consulted to determine whether such publication is desirable. There is usually a cost associated with such publication. The cost benefit should be evaluated with the requester.

Documentation

A copy of any public notice issued for a subcontracting opportunity will be maintained in the subcontract file. This includes Presolicitation Notices, Sources Sought Synopses, Research Announcements, etc. as published in FBO's *FedBizOpps*, plus notices in trade journals, newspapers, web pages, and other sources.

RESPONSIBILITIES:

Laboratory FBO Administrator

The Laboratory FBO Administrator shall establish and maintain FBO user accounts for the Laboratory.

Procurement Specialist

The procurement specialist shall:

- Review each solicitation to ensure that it is adequately publicized;
- Post announcements on FBO as needed (e.g. Presolicitation Notice, Sources Sought Synopsis, Research Announcements, etc.);
- Retain the electronic confirmation from FBO as evidence of the publicized requirement; and
- Publicly announce procurement opportunities in trade journals, newspapers, or other publications as determined necessary and advisable in conjunction with the requester.
- Maintain a copy of any public notice issued for a subcontracting opportunity in the subcontract file